

the NEWS

from Business Affairs



Year End - What's On Your Calendar?

Year end deadlines and processes begin in June

Is your calendar up to date with all the deadlines and processes for the fiscal year end close for FY 2015? The Business Affairs Calendar contains the information you need concerning all the important dates for completing the annual fiscal close process. You can select from two calendar options: a monthly calendar view (top) that provides date details arranged by department and a month-at-a-glance calendar for each month (bottom) that you can view and print.

TTUHSC Business Affairs Calendar

Please Select a Month

January	February	March	April	May	June
July	August	September	October	November	December

Please Select to Print the Calendar Month

January	February	March	April	May	June
July	August	September	October	November	December

Click Icon for Audio Tutorial

Exit Calendar

The year end deadlines and processes begin in June. Your assistance with the fiscal year end closing process is critical.

A [link](#) for the Business Affairs Calendar is available from the WebRaider portal on the F & A Work Tools tab under the Finance channel and Finance Home.

A consolidated view of the fiscal year end closing deadlines and processes for FY 2015 is available by clicking [here](#).

For questions, email Finance Systems Management at fsm@ttuhsc.edu.



1
Year End Close

2
General Services
Henry Schein/Cardinal
Are You a Fund Manager?

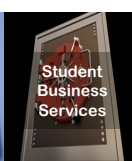
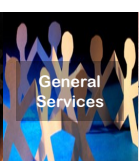
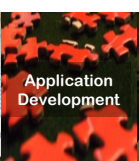
3
Department Updates

BUSINESS AFFAIRS:

A division of Finance and Administration consisting of eight areas that provide essential financial and support services to departments within TTUHSC.

Click on the department name below to be taken to their website.

Questions or suggestions?
Email busaff@ttuhsc.edu





General Services Department Realignment

In the very near future, a date will be announced for the opening of the newly remodeled area for Printing Center, Swift Print and Mail Services. All services offered for postage, printing, and copying will be available in one customer service center located in BC351.

- Addressing
- Binding
- Bulk Mail
- Business Cards
- Business Reply Mail
- Copying
- Graphic Design
- Mailing Supplies
- Paper
- Postage
- Print Collateral
- Rental Copiers
- Small Package
- Shipping
- Stamps
- Stationary
- Variable Data
- Wide-Format Posters

Printing Center | P 806.743.2016 | F 806.743.2023 | printingcenter@ttuhsc.edu | STOP 9003

Swift Print | P 806.743.2094 | F 806.743.2023 | swiftprint@ttuhsc.edu | STOP 9010

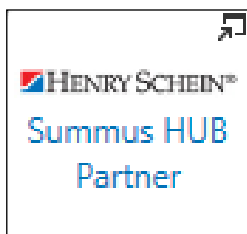
Mail Services | P 806.743.2021 | F 806.743.2079 | mailservices@ttuhsc.edu | STOP 9415

Surplus, Movers, Shipping & Receiving, Vehicle Rental and Pagers are all accessible from adjoining rooms BA109 and BA085. The existing area will be remodeled soon so please bear with us as we continue to change to make the customer service experience easier.

Did You Know?

Alliance Eliminates Cardinal Health Punch-out

Cardinal Health and Henry Schein agreed to a strategic alliance which has placed all of Cardinal Health's physicians-office sales under Henry Schein. The immediate impact to TTUHSC was the elimination of the Cardinal Health punch-out in TechBuy. All items that were being ordered from Cardinal are now available through the Henry Schein punch-out site.



Value For The Benefit Of The Patient

Henry Schein has committed to purchase Cardinal Health™ Brand products and utilize Cardinal Health as a primary source for various medical products. This agreement will provide improved efficiency, a wider breadth of

products, world-class service and value for the benefit of the patient.

Questions

All questions regarding products and ordering should be directed to our Henry Schein Representatives:

Martin Anderson

Field Sales Consultant

806.535.5297

Martin.Anderson@henryschein.com

Eric Spurgeon

Strategic Account Manager-Southwest

817.219.1002

Eric.Spurgeon@henryschein.com

Questions regarding access to the Henry Schein punch-out should be directed to Purchasing at 806.743.7841 or purchasing@ttuhsc.edu.

Need to Know!

Are You a Fund Manager?

Fund Manager Responsibilities

All funds have a designated fund manager. Fund managers are responsible for the financial and operational management of their funds. [HSC OP 50.03](#) lists 10 responsibilities for fund managers at TTUHSC.

The Fund Manager is responsible for ensuring that sufficient expenditure budget is available to support anticipated expenditures for the entire fiscal year. It is necessary for the fund manager to review the budget throughout the fiscal year and make adjustments based on updated revenue and expenditure projections.

Department Updates



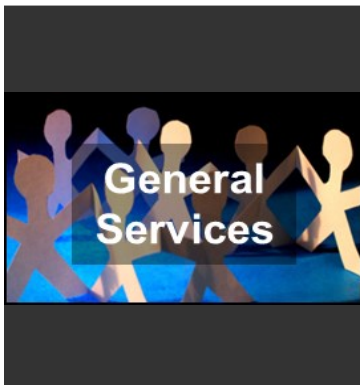
Business Affairs User Groups

The [Business Affairs User Groups](#) are used to communicate changes, updates, training and related information from the Business Affairs area. User Groups include: **ecrt**, Gateway, Payment Services, Finance, TechBuy and TechBuy Research.

Individuals on the Finance User Group list will also receive the NEWS from Business Affairs (quarterly newsletter), TIPS from Business Affairs and REPORTS from Business Affairs.

A link to the User Groups page is provided in the left navigation menu on the [Finance Systems Management](#) webpage. Click on a User Group link and then click on Subscribe.

For questions, contact Finance Systems Management at fsm@ttuhsc.edu.

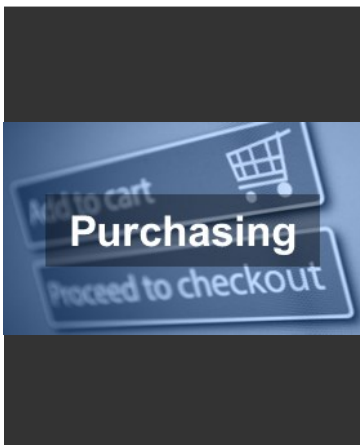


Document Services Offers Paper Shredding

[Shredding](#) is provided by General Service's personnel in the main building on the HSC Lubbock campus. A variety of [collection bins](#) are available for \$5 or less per month to protect your sensitive data until document destruction is completed. Containers may be collected on a scheduled basis or as needed. A cross-cut (also called particle-cut) shredder is utilized that is fully HIPAA compliant. Paper shredding is charged at \$0.20/per pound and your documents never leave our control until the process is complete. All material is recycled.

Call us today to establish service: 806.743.4719.

For questions, contact Document Services at documentservices@ttuhsc.edu.



Purchasing Quarterly Meeting

The Purchasing Quarterly Meeting will be on Tuesday, June 23, 2015, from 3 to 4 p.m. (CT). The Quarterly Meeting will provide department updates, announcements, reminders and answer any Purchasing questions you may have. The meeting will be broadcast via TechLink from Lubbock SW Campus 240V to the locations below:

- Abilene – Room ABSOP 2200
- Amarillo - Room AMHSC 4713 and AMSOP 335
- Dallas - Room DLSPSW 514 and DLSPVA 200A
- El Paso - Room EPCSB A3500 (2 – 3 p.m. MT)
- Lubbock - Room ACB 110
- Odessa - Room ODHSC 1C12

For questions, contact Purchasing at purchasing@ttuhsc.edu or 806.743.7841.



Effort Certification and Reporting - ecrt

The next Certification Period for **ecrt** opens on Wednesday, July 1, 2015. You will receive an email reminder if you have effort to certify for the March 1st - May 31st Period of Performance. The Certification Period closes on Wednesday, July 22, 2015.

Training videos are available on the **ecrt** Training page. Click [here](#) to be taken to the available videos and other training documents.

For questions, contact Effort Reporting at effortreporting@ttuhsc.edu.

We welcome your feedback! Please email your comments and suggestions to: fsm@ttuhsc.edu.